

PROPERTY MANAGEMENT PROGRAM COORDINATOR

Department of Neighborhood Services

THE PURPOSE of this position is responsibility for DNS outreach programs including the landlord training program from developing, directing, and presenting the program to overseeing staff assigned to the program. This position is also responsible for managing the outreach elements of the anti-graffiti program and overseeing departmental staff development programs.

ESSENTIAL FUNCTIONS:

- Oversee the scheduling and promotion of the landlord training programs and present the programs to Milwaukee landlords and neighborhoods, and ensure annual refresher courses and auxiliary training programs for landlords.
- Provide overall direction for the various DNS outreach and staff development programs and daily supervise outreach staff activities to achieve the desired goals.
- Seek and develop outside sources for funding for the landlord training program, anti-graffiti program or other developmental initiatives, including grant writing and grant budget preparation.
- Cultivate partnerships with local community based organizations, financial institutions, homebuying counseling groups, fair housing council, residents and other stakeholders to support the Landlord training program, graffiti program, and other departmental outreach efforts.
- Oversee the staff that provides answers to questions relating to DNS outreach programs from citizens and city departments.
- Serve as DNS liaison to policy makers and represent the department's outreach programs related to neighborhood crime prevention efforts.
- Monitor local, state, and federal laws that effect property management practices and update presentations, manuals, video and DVD resources.
- Provide assistance to police and district attorney's office regarding tenant landlord law and chronic nuisance problems in neighborhoods.
- Direct the translation services for various DNS outreach programs to be presented in Spanish and Hmong languages.
- Oversee the City's webpage for landlord training information.
- Provide information to other localities on how to start up a landlord training program in their areas.
- Provide in-service training to Milwaukee Police Department new recruit training.
- Perform other job related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Communications, Organization Development, Business, Construction or Engineering, or highly related field from an accredited college or university.

NOTE: College transcripts are required and should either be attached to the application or sent via email to staffinginfo@milwaukee.gov, or sent to the Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202. Student copies are acceptable.

2. Three (3) years of progressively responsible experience in at least one of the following areas: program management, community organizing that addresses quality of life issues, coordinating neighborhood redevelopment activities, managing large scale rental properties, designing and conducting adult education programs, or other experience closely related to the essential functions listed above.

Equivalent combinations of training and experience may also be considered.

3. Wisconsin Driver's License at time of appointment and throughout employment and use of a properly insured vehicle on the job.
4. Residency in the City of Milwaukee within six months of appointment and throughout employment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of state statutes related to tenant landlord issues, small claims court procedures, fair housing law, city ordinances or other laws that pertain to the management of rental property.
- Knowledge of Crime Prevention Through Environmental Design (CPTED) principles.
- Knowledge and ability to create and manage budgets, grant proposals and contracts.
- Knowledge and ability to work with computer applications.
- Strong oral and written communication skills, including the ability to speak persuasively.
- Strong interpersonal and leadership skills.
- Judgment and decision-making skills.
- Management and supervisory skills.
- Ability to communicate job related information to persons of all levels in a meaningful and understandable manner.
- Ability to solve practical problems where only limited standardization exists.

- Ability to plan, establish priorities, and complete work.
- Analytical ability.
- Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, the community, and other agencies; be culturally sensitive and diplomatic.

THE CURRENT SALARY RANGE (2HX) IS: \$53,519 -\$74,922 annually, with excellent benefits.

Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral or performance exams. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **June 1, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.